

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

July 9, 2008

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TITLE:	Administrative Assistant
POSITION NO:	70311
LOCATION:	Child & Family Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MEA/MFT
PAY GRADE:	Pay Plan 20, Pay Band 3
STARTING SALARY:	\$20,053 - \$22,559 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, July 23, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

CRIMINAL RECORDS AND CHILD PROTECTIVE SERVICES BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job. The department will also conduct a child protective services check to determine if the applicant has any involvement with the CPS system, which would be relevant to the position.

TYPICAL DUTIES: This position provides administrative assistance to numerous teams within Child & Family Services Division (CFSD); is responsible for handling details for teams to assure meeting deadlines, and for assistance with Program and Fiscal; providing clerical support and administrative assistance to staff regarding foster care grants, adoption, independent living, workload analysis, contracts and meeting requirements for Montana's Federal Review; answering multi-line phone and directing calls to appropriate staff or other agencies; and opening and directing correspondence to appropriate state worker.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of department organizational structure, CFSD policies and procedures; social services systems; office practices and procedures, business English and legal terminology, spelling, editing, and composition, Federal and State funding consequences for legal, procedural, or electronic data errors; and the department's computerized information management systems, such Child & Adult Protective Services (CAPS), Child Care Under the Big Sky (CCUBS), The Economic Assistance Management Systems (TEAMS), and System for the Enforcement and Recovery of Child Support (SEARCHS).

Skills: Skill in oral and verbal communication; organization; and computer programs such as Word, Excel and Windows software.

Abilities: Ability to establish and maintain professional and effective working relationships with individuals within the office and other agencies; work independently, set priorities, and make decisions; compose business and legal correspondence; relate to the immediate needs of others; be sensitive to people/clients; maintain strict confidentiality; and work under stressful conditions and demanding timelines.

EDUCATION/EXPERIENCE REQUIRED: One year of job-related college or vocational training with coursework in business, office management, accounting or computer technology, or closely related field **AND** one year in a business, office management, accounting or computer technology position is required. Relevant work experience may substitute for the formal education on a year-for-year basis. Other equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*).
If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our

office after the closing date to: HUMAN RESOURCES, PO Box
4210, Helena MT 59604.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.